



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-5100

Canc: May 05

COMDTMIDNNOTE 1541  
2 Nov 04

COMDTMIDN NOTICE 1541

Subj: SERVICE ACADEMY EXCHANGE PROGRAM (SAEP)

Encl: (1) Service Academy Exchange Program Request Form  
(2) First and Second Endorsements on Exchange Program Request Form  
(3) Midshipman Expectations Description  
(4) After-Action Report Template

1. Purpose. To govern the process for selecting midshipmen to participate in the Spring 2005 and Fall 2006 Service Academy Exchange Program.

2. General. The SAEP was established to promote the exchange of professional, academic, and social experiences between the U. S. Naval Academy, U. S. Military Academy, U. S. Air Force Academy, and U. S. Coast Guard Academy. The spirit of camaraderie and understanding, gained through close personal experience, can contribute greatly, now and in the future, to the understanding and good relations between the service academies and the four services.

3. Information. During the Spring 2005 and Fall 2006 semesters, a select number of midshipmen from the Classes of 2006 and 2007 will have the opportunity to participate in the Service Academy Exchange Program. Criteria for selection are:

a. Demonstrated superior Aptitude for Commission (grade of B or better for previous 2 semesters)

b. An excellent conduct record (grade of B or better for previous 2 semesters)

c. Superior athletic performance (grade of B or better on previous 2 PRTs)

d. A CQPR of at least a 3.0

e. A favorable endorsement by the Chain of Command

f. Approval of their departmental senior academic advisor

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The Commandant may grant a limited number of waivers at his discretion; applicants not meeting the above criteria should consider submitting an application and specifically state they are seeking a waiver in their essay.

4. Procedure. Interested members of the classes of 2006 and 2007 for the Spring 2005 exchange and class of 2007 for the Fall 2006 Exchange should complete enclosure (1) and submit it to their Company Officers IAW the below timeline. Company and Battalion Officers will submit endorsements using enclosure (2), and all requests will be picked up by the Service Academy Exchange Program Coordinator with all enclosures. Candidates will be selected from the pool of applicants for an interview. The Program Coordinator will then submit a list of primary and alternate selectees for final approval by the Commandant.

<u>Action Item</u>	<u>Spring 2005</u>	<u>Fall 2006</u>
Apps to Company Officer	5 Nov 2004	4 Feb 2005
Apps to Batt Officers	10 Nov 2004	11 Feb 2005
Apps picked up by SAEP Coord.	12 Nov 2004	18 Feb 2005
Interviews	16-18 Nov 2004	23-25 Feb 2005
Selectees notified	29 Nov 2004	11 Mar 2005

5. Action

a. Company Officers are directed to inform prospective participants about this program and ensure all requests are forwarded with copies of the midshipmen's summary records.

b. The Summer Training Officer will assign cruises for selected midshipmen in the Fall 2006 exchange with an August leave schedule to allow reporting to host academies in early August.

c. Midshipmen selected to participate in the program shall read and understand enclosure (3) upon their selection, and submit an after-action report immediately upon return using enclosure (4) as a guide.

  
D. C. FUQUEA  
By direction

Service Academy Exchange Program Request Form

From: Midshipman\_\_\_\_\_, Alpha\_\_\_\_\_, Company\_\_\_\_\_  
To: Commandant of Midshipmen, U. S. Naval Academy  
Via: (1)\_\_\_\_\_ Company Officer  
(2)\_\_\_\_\_ Battalion Officer

Subj: SERVICE ACADEMY EXCHANGE PROGRAM PARTICIPATION

Ref: (a) COMDTMIDNNOTE 1541

1. I hereby request to participate in the Service Academy Exchange Program. My order of preference is (designate 1, 2, 3 for Fall 2006 exchange only):

\_\_\_\_\_ U. S. Military Academy

\_\_\_\_\_ U. S. Air Force Academy (USAFA **ONLY** for Spring of 2005)

\_\_\_\_\_ U. S. Coast Guard Academy

2. I understand and meet the criteria set forth in ref (a).

3. My major is: \_\_\_\_\_

4. My CQPR is (Fall '06): \_\_\_\_\_  
My Most recent Projected CQPR is (Spring '05): \_\_\_\_\_

5. I have attached a copy of my major's matrix output by the MIDS program and copies of my most current MIDGRADE and MIDNPERF.

6. I have discussed the feasibility of participating in the Service Academy Exchange Program with the senior academic advisor for my major. \_\_\_\_\_ (Senior Academic Advisor Signature)

7. I have attached a one-page essay indicating my reasons for applying, my unique qualifications for the program, and any special circumstances the Service Academy Review Board should consider (including explanations for low aptitude grades, PE grades, incompatible major selection, etc.).

\_\_\_\_\_  
(Signature)

Encl (1)

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FIRST ENDORSEMENT

From: \_\_\_\_\_ Company Officer  
To: Commandant of Midshipmen, U. S. Naval Academy  
Via: \_\_\_\_\_ Battalion Officer

Subj: SERVICE ACADEMY EXCHANGE PROGRAM PARTICIPATION

1. Forwarded, \_\_\_\_\_ strongly recommending approval  
\_\_\_\_\_ recommending approval  
\_\_\_\_\_ recommending disapproval

2. Comments (if necessary, attach a separate sheet. Also, ensure MIDNPERF and MIDGRADE sheets are attached):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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SECOND ENDORSEMENT

From: \_\_\_\_\_ Battalion Officer  
To: Commandant of Midshipmen, U. S. Naval Academy

1. Forwarded, \_\_\_\_\_ strongly recommending approval  
\_\_\_\_\_ recommending approval  
\_\_\_\_\_ recommending disapproval

2. Comments (if necessary, attach a separate sheet):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Encl (2)

**EXPECTATIONS FOR THE SERVICE ACADEMY EXCHANGE PROGRAM**

"To whom much is given, much is expected." -Franklin Roosevelt

1. Midshipmen who are on exchange will fully integrate themselves into their host academy, to include leadership development, customs and traditions, conduct and honor systems, ECAs and sporting activities, and physical development.

2. Exchange midshipmen should keep their status as "ambassadors of the Navy and the Naval Academy" in the forefront of their minds at all times while on exchange.

3. Removal from the Program

a. After being selected, a midshipman must submit a request in writing to the Commandant via the SAEP Coordinator to be voluntarily removed the program prior to departure.

b. A midshipman who may potentially separate from the Naval Academy before executing the exchange orders for any reason (resignation, conduct, etc) will notify the SEAP Coordinator *immediately* of his or her possible change in status so that an alternate may be identified as quickly as possible.

c. The Commandant may elect to recall a midshipman to the Naval Academy in response to egregious acts of misconduct or dishonorable behavior in addition to any punishments imposed by the host academy.

4. After-Action Reports. Considering the collective and individual developmental objectives of the program, midshipmen participating in the exchange should be continuously reflecting upon their experiences. When they return to the U. S. Naval Academy, midshipmen will submit an After-Action Report immediately upon their return providing an analysis of their experiences at the institution to which they exchanged. Midshipmen should use the following guidelines in preparing their AARS (Enclosure 4):

a. Military/professional development. Professional development courses; lecture series incorporation; weekend training evolutions; officer and enlisted personnel (particularly Senior Enlisted and Company Officer equivalents)

Encl (3)

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interaction with cadets/midshipmen; drill; formations; accountability; room and uniform standards and respective inspections.

b. Character development. Character development courses; lecture series; seminars; emphasis placed on character development by the institution; special programs; cadet/midshipman perception regarding the importance of character development.

c. Physical development. Physical fitness/readiness tests; physical education curriculum (core and elective); unit level physical training evolutions; intramurals; club athletics; varsity/intercollegiate athletics; facilities, including locker rooms, weight rooms, aerobic equipment, courts, pools, etc.; overall cadet/midshipman fitness perception.

d. Honor system. Code/concept distinction; cadet/midshipman ownership; administration options (e.g., formal counseling, honor board); honor remediation; cadet/midshipman perception of system.

e. Conduct system. Adjudication process; imposed punishments; role of cadet/midshipmen chain of command; cadet/midshipman accountability (i.e., are cadets/midshipmen policing themselves?); role of officer/enlisted chain of command.

f. Academics. Scheduling; registrar's office involvement; faculty availability and interaction with students; laboratory incorporation; library use; testing procedures; final exam administration.

g. Four-class system. Definition of class roles; fourth class indoctrination system; primary training roles; first class leadership.

h. Watch structure. Different unit levels; under class responsibilities; first class cadet/midshipman responsibilities; billets.

i. Spirit. Overall spirit of cadets/midshipmen; cadet/midshipman support of cadet/midshipman chain of command; cadet/midshipman support of officer/enlisted chain of command; support

of athletic teams; spirit missions/"recons;" Army/Navy/Air Force rivalry weeks; pride in institution.

j. Dignity/Respect. Gender and race relations; cadet/midshipman perceptions with respect to women/minorities at the institution and in the military; existence of stereotypes; cadet/midshipman ownership of the concepts of dignity and respect; systems and programs (e.g., SAVI, HERO, etc.).

k. Services. Food services; laundry; barbershop; textbook issue; uniform issue; cadet/midshipman store; uniform store; postal services.

l. Program administration. Orientation and in-processing procedures; out-processing procedures; conflict resolution during the semester; service academy exchange participant interaction.

**AFTER-ACTION REPORT TEMPLATE**

(Date)

MEMORANDUM

From: W. T. Door, MIDN 2/C, USN, (USMA/USAFA/USCGA) Service  
Academy Exchange Program Participant  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Service Academy Exchange Program Coordinator  
  
Subj: REPORT ON SERVICE ACADEMY EXCHANGE PROGRAM FROM (USMA/  
USAFA/USCGA)

1. Introduction.
2. Military/professional development.
3. Character Development.
4. Physical development.
5. Honor system.
6. Conduct system.
7. Academics.
8. Four-class system.
9. Watch structure.
10. Spirit.
11. Dignity/Respect.
12. Services.
13. Program administration.
14. Other comments.
15. Conclusion.

W. T. DOOR

Encl (4)